



Professional Development Program Cover Sheet

Instructions: Use this template for completing your cover sheet. Download this file to your computer and type right in it. The Microsoft Word file for this document can be found on the Madonna University website - www.madonna.edu/pages/EDUPDP.cfm.

Complete the information in Part A and attach this form to your work for Part B and Part C, as well as a copy of your Ed2Go Certificate of Completion. You will only submit ONE copy of Part A for each Madonna course.

Complete Part B (summary) and Part C (essay) for each different topic you attend. Sessions on a similar topic may be combined into one summary and essay. Remember this is graduate level work and your essay should reflect that. Essays will be graded according to the rubric provided with this document.

Do not submit the cover sheet, certificates, summaries and essays until you have completed all hours required for the number of credit hours for which you have registered. For example, if you have registered for 2 credit hours, only submit your cover sheet, summaries and essays when you have attained 30 contact hours. Partial credit cannot be granted.

Part A. Cover Sheet

Student's Name: _____

Phone #: _____ Student # _____

Email address: _____

Course Number: EDU _____ Semester Hours: _____

Course Name: _____

Total Actual Contact Hours for ALL sessions attended (15, 30, etc): _____

Student Signature: _____ Date: _____

Mail this cover sheet, with all summaries and essays attached, to the address listed below. We cannot accept faxed or emailed course work. PDP courses are graded as credit/no credit. If your school district or state requires a letter grade, you must notify our Program Director in writing at PDP@madonna.edu prior to submitting your assignment.

The Graduate School
Madonna University
36600 Schoolcraft Road
Livonia, MI 48150



Professional Development Program Session Summary

Instructions: Use this template for completing your summary sheets. Download this file to your computer and type right in it. The Microsoft Word file for this document can be found on the Madonna University website - www.madonna.edu/pages/EDUPDP.cfm.

Part B. Summary:

Complete one copy of Part B – Summary for each professional development topic you attend.

1. Your Name: _____

2. Name of Session: _____

3. Date(s) of Session: _____

4. Times of Session: _____

5. Session Actual Contact Hours (Homework, breaks, lunch hours and communication time with classmates do not count toward contact hours): _____

6. Name of Instructor or Presenter (include credentials and title): _____

6. Briefly describe the content of session (at least 150 words):



Professional Development Program Session Essay

Part C. Essay:

Complete one copy of Part C – Essay for each professional development topic you attend.

Remember this is graduate level work and your essay should reflect that. Essays will be graded according to the rubric provided with this document. Essays that do not meet minimum criteria will be returned to the student for revision.

In a well-written essay, present your opinion on the applicability of the knowledge presented in the training to your current work situation. All submissions must be typed, double-spaced and in 12 pt. font. While every student has a unique compilation of professional development experiences and training, the general expectation is that you should submit a 3-5 page paper for each graduate credit.

Questions to be addressed:

1. How do you intend to apply the knowledge gained in this professional development (PD) training to your current work position?
2. What are the educational benefits of the material presented?
3. What are the potential obstacles (or theory/method weaknesses) with regard to practical application in your work setting?
4. Further inquiry applications (see below)?

Further Inquiry:

1. Locate two or more reliable and relevant sources that provide supplemental information to the knowledge gained in the PD training. For example:
 - a. References and links that are provided by PD presenters and instructors can be used for this section of your essay. This includes web sites provided during the training and books authored by the session presenter.
 - b. Further inquiry sources may include books, journal articles, professional web sites, or other professional publications.
2. In your essay, connect the sources you researched for further inquiry with the PD training session material, and application to your own job or position.
3. Inquiry sources must be included in an Essay Bibliography section and notated in [APA format](#) or [MLA format](#). Click on the APA or MLA links to get details on these styles of formatting.

Madonna University - Professional Development Program - Session Essay Rubric

	Distinguished	Proficient	Emerging
ORGANIZATION	The organization is complete and logical with a progression of ideas leading to a conclusion. Transitions allow the reader to follow the content without disruption. *Explicit transitions are always used to connect ideas among sections. *Ideas within and across paragraphs are logically connected. *Each main idea is supported by explicit details that clearly develop the main idea. *Each section flows coherently. *There is a brief summary at the end of each section.	There is a logical progression with occasional breaks in flow of content. Lack of transitions disrupts the flow for the reader. *Explicit transitions are mostly used to connect ideas among sections. *Ideas within and across paragraphs are somewhat connected. *Most main ideas are supported by adequate details that develop the main idea. *Most sections flow coherently. *There is a brief summary at the end of most sections.	Logical progression is minimal with disconnected ideas. The reader has difficulty following the development of the topic due to disconnected ideas and disruptions in flow. *Explicit transitions are rarely used, ideas within and across paragraphs are not logically connected and main ideas are not supported by details. *Very few sections flow coherently and there are few section summaries found.
APPLICATION TO STUDENT'S CAREER POSITION	Information clearly relates to methods of implementation within student's own job or position. It includes several supporting details and/or examples. Strengths and weaknesses of the material are discussed.	Information relates to methods of implementation within student's own job or position. It provides 1-2 supporting details and/or examples. Strengths and weaknesses of the material are mentioned.	Information has little or nothing to do with methods of implementation within student's own job or position. Strengths and/or weaknesses are not identified.
FURTHER INQUIRY SOURCES	Student includes 2 or more reliable and relevant sources of further inquiry. A clear connection is made between the source information, professional development training materials, and application to their own job or position.	Student includes 2 or more reliable and relevant sources of further inquiry but a clear connection is not made between the source information, professional development training materials, and application to their own job or position.	Student does not include additional sources. Or, at least 1 reliable and relevant source is included but no connection is made to the professional development training materials and/or application to their own job or position.
CITATION	APA or MLA style is used correctly in citations and reference list. Resources are correctly cited.	APA or MLA style is used in the reference list with some errors. Citations are missing or incorrect.	APA or MLA style is error laden, both in citations and reference list.
LANGUAGE AND STRUCTURE	Vocabulary is precise and appropriate. The writing expresses clarity and accuracy in information. Grammar, spelling and punctuation are error free.	Vocabulary is appropriate; some phrases need work. Grammar, spelling and punctuation are mostly error free, with not more than three errors.	Vocabulary is inadequate to the topic and incorrect. There are many grammatical, spelling and/or punctuation errors.